

# Student Employment Orientation Session

Welcome!

# Career Services

- Explore.  
Experience.  
Engage.
- Early and often!
- Get career-ready
- Get connected  
through Career  
Communities



# Types of student employment

## **On Campus:**

Limited number, usually pay minimum wage (though some roles are higher), various roles/tasks

## **Off Campus:**

Transportation required, more diversity of roles, higher pay options (e.g. babysitting, tutoring, retail, etc.)

## **Internship:**

Can be paid or unpaid and/or for credit, develops career interests

# Financial aid & on-campus employment

- **All students** are eligible to seek work on campus.
- Students with **federal work-study aid have priority** for on-campus jobs (all other qualifications being equal).
- You are **not GUARANTEED** an on-campus job if you have federal work-study aid.
- See the Student Employment Handbook for all policies and procedures: <http://www.southwestern.edu/live/files/1519-student-employment-handbook>

# How much can I work on campus?

- Maximum of **884 hours** on campus per calendar year (January-December)
- Maximum of **17 hours per** week on average during the long session (fewer recommended for first-year students)
- If you work more hours during one semester, it may limit how many you can work in other parts of the year.

# How do I find a job?

- **PirateLink** is SU's free, online job board available through the Career Services website.
- On-campus and off-campus opportunities are posted on PirateLink.
- **Networking** with other students and **directly reaching out** to departments to let them know of your interest can help you secure a job even after applying on PirateLink.



academics  
paideia

about southwestern  
sarofim school of fine arts

admission  
giving to southwestern

financial aid  
visit campus

athletics  
newsroom

student life  
calendar

GATEWAYS: STUDENTS FACULTY & STAFF ALUMNI PARENTS

MY SOUTHWESTERN LIBRARY DIRECTORY HOME



## Student Gateway

Is something missing? [Contact us](#) and let us know.

### LIFE

- [mySouthwestern](#)
- [SU+Google](#)
- [Pirate Card](#)
- [Student Activities](#)
- [Student Organizations](#)
- [Residence Life](#)
- [Student Handbook](#)
- [SIRA](#)
- [Campus Notices](#)
- [Bookstore](#)
- [Physical Plant Work](#)

### SUPPORT

- [Academic Success](#)
- [First-Year Experience Mentors](#)
- [Career Services](#)
- [Campus Safety](#)
- [Dean of Students](#)
- [Diversity Education](#)
- [Health Services](#)
- [Counseling Services](#)
- [InfoDesk](#)
- [Internet Access](#)
- [Email](#)

[More Student Notables](#) ▶

### Quick Access

Just start typing what you're looking for.

### Feedback

How can we make this page work better for you? [Contact us](#) with questions, link suggestions, or any other ideas you have.

*Pirate Training 2014, Photo by  
[Carlos Barron Jr '10](#)*



# Office of **CAREER SERVICES**

[Explore Careers](#) [Internships](#) [Job Search](#) [Graduate School](#) [Resources](#) [Employers](#) [Alumni](#) [Parents](#) [About](#)



## Career Services is here to help you get ahead!

You're smart - that's how you got here - so you *can* do many things.

And you probably chose a liberal education because you have a wide array of interests - so you *want* to do many things.

That combination creates the "perfect storm" of career possibilities to sort through, and Career Services is here to help.

We teach career-management skills you'll need your whole life (e.g. **resume** writing, **interviewing**, **job search** strategies). We provide opportunities to **explore** a variety of occupations and **gain experience**. And we help you make connections to **employers**, **grad schools** and other



What do you want to  
do?

**Log onto PirateLink**  
**Explore majors/careers**  
**Write your resume**  
**Prepare for Interviews**  
**Find an internship**  
**Find a job**  
**Apply to graduate school**  
**Meet with a career advisor**  
**Give advice to current students**



## Office of **CAREER SERVICES**

[Explore Careers](#) [Internships](#) [Job Search](#) [Graduate School](#) [Resources](#) [Employers](#) [Alumni](#) [Parents](#) [About](#)

### *SU PirateLink*

Career Services provides online job search services to SU students and alumni free of charge through SU PirateLink, part of the NACELink Network, affiliated with the National Association of Colleges and Employers

- **Student/Alumni Login** to SU PirateLink (for job seekers). First-time users call Career Services at 512-863-1346 for your temporary password.
- **Employer Login** to SU PirateLink (for recruiters seeking to hire)
- **Read** the SU PirateLink Privacy Policy.

PirateLink is part of the NACELink Network, a national, web-based system for recruiting college students and graduates for full-time and part-time employment as well as internships. You can search for jobs and internships, store resumes and other supporting documents in the PirateLink database and submit resumes directly to employers.

Resumes, cover letters, and other documents must be created before they can be uploaded to PirateLink. Students can have up to 10 other documents sitting in the system at any time. You can store writing samples, portfolios, transcripts, or any other document you need to send to an employer when applying for a job.

Established in 1956, the National Association of Colleges and Employers (NACE) is a nonprofit association that links college career services professionals and employers of new college graduates. Its membership includes more than 1,900 colleges and universities and more than 1,000 employer organizations nationwide. NACE is the leading source of information about the employment of new college graduates.

### *Resources*

[Resource Center](#)[Handouts](#)[SU PirateLink](#)

- [Privacy Policy](#)
- [FAQ](#)

[Internet Links](#)

### *Events*

[More events »](#)

### *Contact*

**Southwestern University****Career Services**

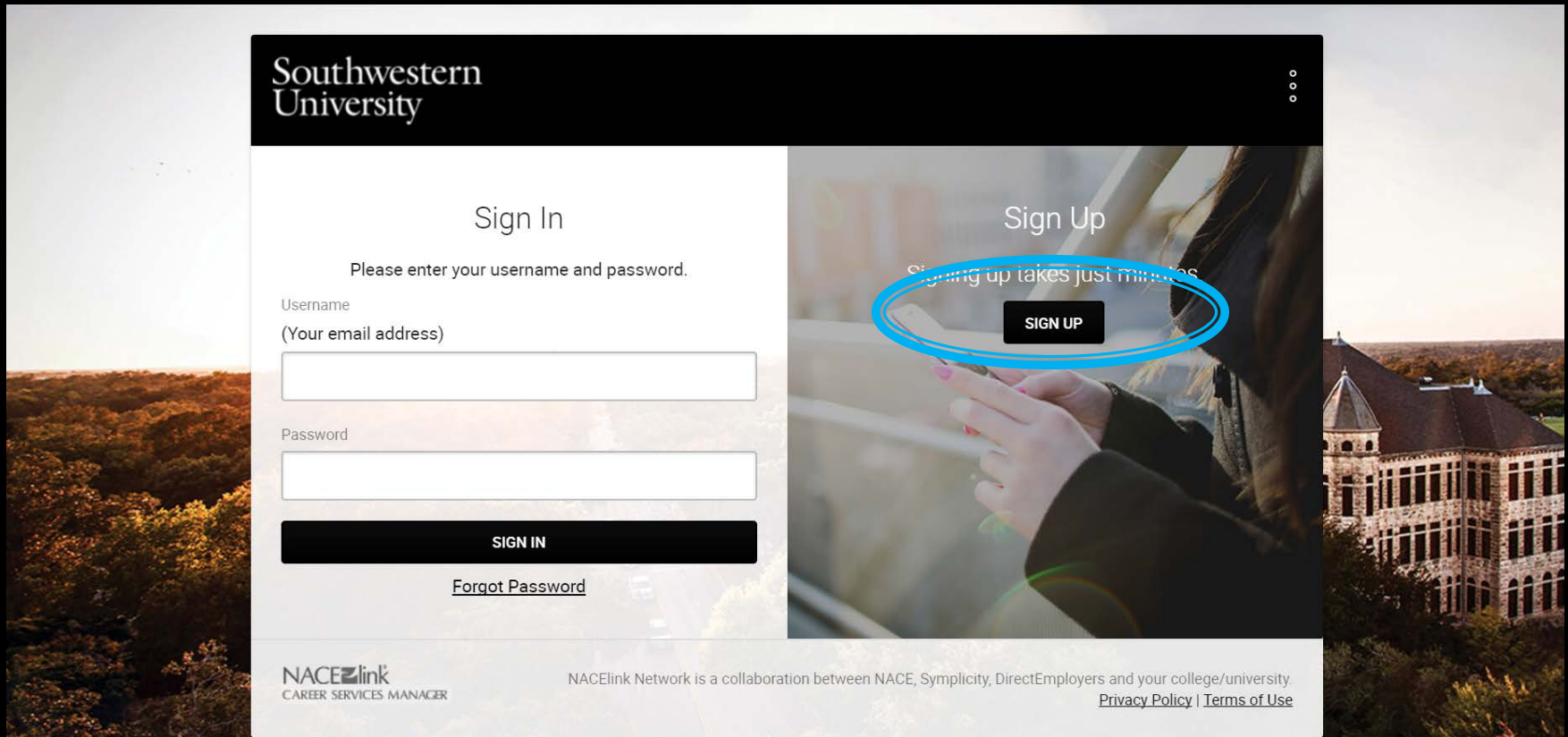
P.O. Box 770

Georgetown, TX 78627-0770

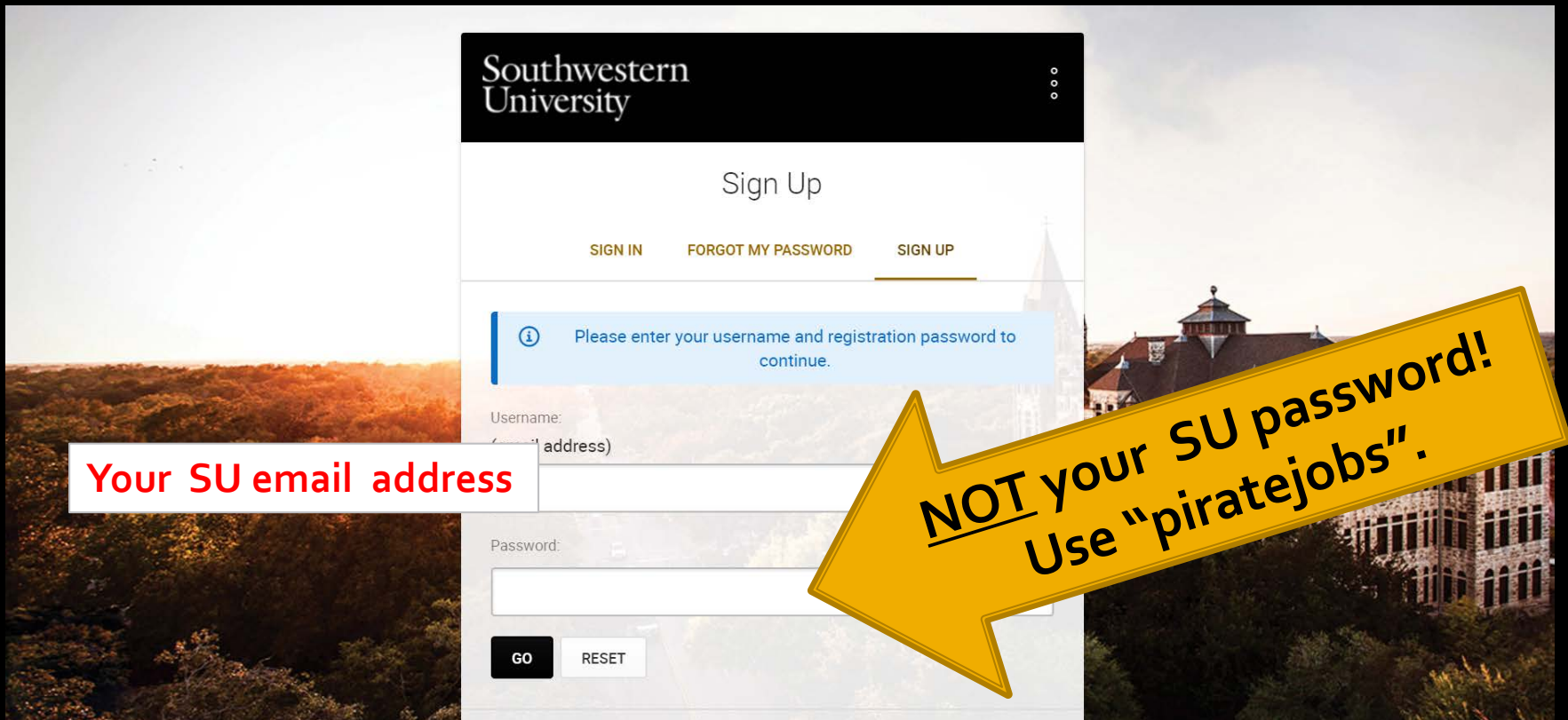
Phone: 512-863-1346

Fax: 512-863-1270

[Email Career Services](#)[Social Media](#)



On your first visit, register via “Sign Up”



The image shows a screenshot of the Southwestern University 'Sign Up' page. The page has a black header with the university's name and a hamburger menu icon. Below the header, the title 'Sign Up' is centered. There are three links: 'SIGN IN', 'FORGOT MY PASSWORD', and 'SIGN UP' (which is underlined). A blue message box states: 'Please enter your username and registration password to continue.' The 'Username:' field contains the text '(email address)'. The 'Password:' field is empty. At the bottom are 'GO' and 'RESET' buttons. A red text box on the left points to the username field with the text 'Your SU email address'. A large yellow arrow on the right points to the password field with the text 'NOT your SU password! Use "piratejobs".'

Southwestern University

Sign Up

[SIGN IN](#) [FORGOT MY PASSWORD](#) [SIGN UP](#)

Please enter your username and registration password to continue.

Username: (email address)

Password:

GO RESET

Your SU email address

**NOT your SU password!**  
Use "piratejobs".

You will be emailed a temporary password. Once you log on with this new password you will be able to create your own unique password for subsequent logins.

## Sign Up

[SIGN IN](#)

[FORGOT MY PASSWORD](#)

[SIGN UP](#)

\* indicates a required field

### Student Registration

Full Name \*

Enter your full name (first mi last).


First \*


MI

**You must fill out the profile as part of the registration process.**




**Now that you have  
completed your profile,  
you are registered and  
you can search for jobs!**

 Password has been updated



Alumnus/a, graduating May 1993  
Spanish

Profile  
**0%**  
Complete

 afca@southwestern.edu

## Jobs For You

[See All](#)

Not sure where to start? Try these recommended jobs.

**ST** Athletic Training Work Study  
position  
Southwestern University - Athletic  
Training

**GC** Georgetown Film Conference  
Student Intern  
Georgetown Film Conference  
Georgetown, Texas

## Find a Position

Positions I Qualify For

## More

[Activity Summary](#)

















[Career Explorer](#)

[View Document Library](#)

 [CONNECT WITH LINKEDIN](#)

## Getting Started

✓ [Account Created](#)

-  Home
-  jobs and internships 
-  Profile
-  Documents 
-  Events 
-  Employers 
-  Resources 
-  Calendar 
-  My Account 

# PirateLink search features

You can customize your search by criteria including:

- **Position type** (e.g. Part-Time, On-Campus, etc.)
- **Keywords** (e.g. “event planning”)
- **Job Function and Industry**
- **Job Located Within** (e.g. distance from SU)



Home



jobs and internships ▼



Jobs for SU



Recommended Jobs



My Job Applications



JobCentral (job  
postings through  
DirectEmployers)



Profile



Documents ▼



Events ▼



Employers ▼



Resources ▼

Home / Jobs And Internships

## position postings

**JOBS**

RECOMMENDED JOBS

MY FAVORITES

APPLICATIONS

EXPIRED JOBS

Find jobs by job title, company, location and more

SEARCH

Advanced Search ▼

Saved Searches ▼

Show Me: All Position Listings X Clear all

Showing 1-20 of 180 results (Results as of: Tuesday, August 22, 2017 | 12:15 pm )

Sort By: **Date Posted** ▼

Showing **20** ▼ per page Page **1** ▼ [Next](#)



### AmeriCorps Full-Time Tutor Corps (Immediate Start)

Full Time

Great Oaks Foundation - , Connecticut

, Delaware

nationwide, United States

Atlanta. Georgia

Aug 22





position postings | S x

https://southwestern-csm.symplicity.com/students/index.php?s=jobs&ss=jobs&mode=list

Apps S Southwestern Un S Alumni Director S CS calendar SU PirateLink LinkedIn CNN.com - Break S Statesman KXAN.com P People.com USAA Military Ho NAAHP SoACE C Home - The Chro Xitracs™ System

DEMO UNIVERSITY

Search

AA Alexandra Anderson

Home

Jobs and internships

Jobs for SU

My Job Applications

JobCentral (job postings through DirectEmployers)

Profile

Documents

Events

Employers

Resources

Calendar

My Account

Find jobs by job title, company, location and more

SEARCH

Advanced Search

Saved Searches

Show Me: All Position Listings x Clear All

Showing 1-20 of 216 results (Results as of: Friday, August 12, 2016 | 2:25 pm)

**F** Administrative Support Teammember  
Part Time, Temporary/Seasonal  
Faske Lay - North Austin, Texas

**T** Digital Marketing Intern  
Internship  
Texas Monthly - Austin, Texas

**L** Music Instructor  
Part Time  
Live Music Tutor

**P** Tax Staff Accountant (Entry Level)  
Full Time, Part Time  
Phillips Tax & Accounting PLLC - Leander, Texas

**P** Chief Maintenance Engineer  
Full Time  
Pathfinder Development - Houston, Texas

**Z** Pre-Law Clerkship Program  
Internship, Part Time  
Zinda Law Group, PLLC - Austin, Texas

**S** Sales Associate and Service Writer  
Full Time, Part Time  
Tyrosys Corp - Georgetown, Texas

Show Me

All Position Listings

Jobs located within  
U.S. jobs only (maximum 150 miles).  
miles of zip code

Industry

[no selection]  
Accounting  
Administrative/Business Services  
Advertising  
Aerospace/Defense  
Agriculture  
Architecture/Urban Planning  
Arts and Entertainment  
Automotive/Transportation

Position Type

[no selection]  
Internship  
On-Campus  
Part Time  
Civic Engagement  
Temporary/Seasonal

Posting Date (last # days)

Exclude Jobs I've Applied For  
yes no

Job Function

Child care  
Tutoring  
Agriculture/Natural Resources/Environment  
Arts/Design/Planning  
Communication  
Computer Science/Statistics

Exclude Nationwide Jobs  
yes no

SEARCH RESET More Filters

2:28 PM  
8/12/2016

# Save your search

The screenshot shows a web browser window displaying the Symplicity job search interface for DEMO UNIVERSITY. The browser's address bar shows the URL: <https://southwestern-csm.symplicity.com/students/index.php?s=jobs&ss=jobs&mode=list>. The page features a navigation menu on the left with options like Home, Jobs and internships, Jobs for SU, My Job Applications, JobCentral, Profile, Documents, Events, Employers, Resources, Calendar, and My Account. The main content area has tabs for JOBS, RECOMMENDED JOBS, MY FAVORITES, APPLICATIONS, and EXPIRED JOBS. A search bar is present with the placeholder text "Find jobs by job title, company, location and more" and a "SEARCH" button. Below the search bar, there are filters for "Show Me: All Position Listings" and "Position Type: On-Campus". A large yellow arrow points to the "SEARCH" button. A modal dialog box is open, titled "Save search as...", with a dropdown menu set to "Never" and radio buttons for "yes" and "no". The dialog also includes a "SAVE" button. The background shows a list of job results, including "Multiple Get Out the Vote positions throughout Texas", "Sound Technician", and "SU Shuttle Driver/Co-Pilot". The footer of the page mentions "NACElink CAREER SERVICES MANAGER" and "NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university."

DEMO UNIVERSITY

Search

Home

Jobs and internships

Jobs for SU

My Job Applications

JobCentral (job postings through DirectEmployers)

Profile

Documents

Events

Employers

Resources

Calendar

My Account

JOBS RECOMMENDED JOBS MY FAVORITES APPLICATIONS EXPIRED JOBS

Find jobs by job title, company, location and more

SEARCH

Show Me: All Position Listings x Position Type: On-Campus x Clear All

Showing 1-3 of 3 results (Results as of: Friday, August 12, 2016 | 2:29 pm)

**T** Multiple Get Out the Vote positions throughout Texas  
Full Time, Internship, On-Campus, Part Time, Civic Engagement, Temporary/Seasonal  
Texas Organizing Project - Dallas, Texas

**S** Sound Technician  
On-Campus  
Southwestern -Fine Arts Technical Theatre - Georgetown, Texas

**S** SU Shuttle Driver/Co-Pilot  
On-Campus, Part Time  
Student Activities Office - Georgetown, Texas

Showing 1-3 of 3 results (Results as of: Friday, August 12, 2016 | 2:29 pm)

NACElink  
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.  
[Privacy Policy](#) | [Terms of Use](#)

Save search as... Never yes no SAVE

position postings | S x

https://southwestern-csm.symplicity.com/students/index.php?s=jobs&ss=jobs&mode=list

Apps | Southwestern Un | S • Alumni Director | S CS calendar | SU PirateLink | LinkedIn | CNN.com - Break | S Statesman | KXAN.com | P People.com | USAA Mil | HP | SoACE | Xitrac™ System

DEMO UNIVERSITY

Search

Home

Jobs and internships

Jobs for SU

My Job Applications

JobCentral (job postings through DirectEmployers)

Profile

Documents

Events

Employers

Resources

Calendar

My Account

JOBBS | RECOMMENDED JOBS | MY FAVORITES | APPLICATIONS | EXPIRED JOBS

Find jobs by job title, company, location and more

Show Me: All Position Listings x Position Type: On-Campus x Clear All

Showing 1-3 of 3 results (Results as of: Friday, August 12, 2016 | 2:29 pm)

**T** Multiple Get Out the Vote positions throughout Texas  
Full Time, Internship, On-Campus, Part Time, Civic Engagement, Temporary/Seasonal  
Texas Organizing Project - Dallas, Texas

**S** Sound Technician  
On-Campus  
Southwestern -Fine Arts Technical Theatre - Georgetown, Texas

**S** SU Shuttle Driver/Co-Pilot  
On-Campus, Part Time  
Student Activities Office - Georgetown, Texas

Showing 1-3 of 3 results (Results as of: Friday, August 12, 2016 | 2:29 pm)

NACElink  
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.  
[Privacy Policy](#) | [Terms of Use](#)

1

2

Title

Send via email

New results only

On-Campus Jobs

Daily

Never

Daily

Every Other Day

Weekly

Monthly

Quarterly

yes

no

SAVE

3

4

2:31 PM  
8/12/2016

How do I apply? Every job is different. This job is asking you to complete their application and email it to them.

The screenshot shows a web browser window with the URL <https://southwestern-csm.symplicity.com/students/index.php?mode=form&id=ae04dd14bddb05da3d103dbf0acc85dd&cs=jobs&ss=jobs>. The browser's address bar shows the URL, and the page title is "Pre-Law Clerkship Program". The page is from the "Zinda Law Group, PLLC" in Austin, Texas. The page layout includes a sidebar on the left with navigation links: Home, Jobs and internships, Jobs for SU, My Job Applications, JobCentral (job postings through DirectEmployers), Profile, Documents, Events, Employers, Resources, Calendar, and My Account. The main content area displays the job details for the "Pre-Law Clerkship Program". The job is an "Internship, Part Time" position, open to "Sophomore, Junior, Senior, Alumnus/a", and is "Authorized to work in the U.S. on a full-time, permanent basis." The description states: "ZINDA LAW GROUP PRE-LAW CLERKSHIP PROGRAM. Zinda Law Group's Pre-Law Clerkship Program provides students interested in attending law school and current law students a rigorous practical legal experience at one of Austin's premier trial law firms. Zinda Law Group's Pre-Law Clerkship Program is a paid opportunity where students will commit a minimum of 16 hours per week to clerking for the firm. Students who successfully complete the program will receive priority eligibility when they apply to the firm in the future." The eligibility requirements state: "Eligible candidates must have a minimum cumulative 3.0 GPA. This program requires a three (3) month minimum commitment with a minimum weekly commitment of 16 hours per week." The educational experience section states: "Zinda Law Group's Pre-Law Clerkship also includes a minimum of 4 hours of non-paid educational experience. Clerks who are accepted into the program will get the opportunity to shadow and work alongside the firm's elite trial lawyers in a real legal setting. The Pre-Law Program's educational opportunities include but are not limited to..." The "How To Apply" section, highlighted by a blue circle, states: "HOW TO APPLY: To apply, candidates must submit a completed application, a resume, and a cover letter containing a 1-page personal statement through ZLG's online portal. https://zdfirm.bamboohr.com/jobs/view.php?id=97 Applicants must also submit an unofficial transcript via email to recruiting@zdfirm.com. Please put as the subject line: ZLG Pre-Law Program / [Your Name] / Transcript." The "Important Dates" section states: "Posted On: Aug 09, 2016 Applications Accepted Until: Sep 30, 2016". The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:37 PM on 8/12/2016.

DEMO UNIVERSITY

Search

Home / Jobs And Internships / Pre-Law Clerkship Program

**Pre-Law Clerkship Program** ★

Internship, Part Time  
Zinda Law Group, PLLC — Austin, Texas

+ FOLLOW

Position Type	Desired Class Level(s)	Work Authorization
Internship, Part Time	Sophomore, Junior, Senior, Alumnus/a	Authorized to work in the U.S. on a full-time, permanent basis.

Description

**ZINDA LAW GROUP PRE-LAW CLERKSHIP PROGRAM**

Zinda Law Group's Pre-Law Clerkship Program provides students interested in attending law school and current law students a rigorous practical legal experience at one of Austin's premier trial law firms. Zinda Law Group's Pre-Law Clerkship Program is a paid opportunity where students will commit a minimum of 16 hours per week to clerking for the firm. Students who successfully complete the program will receive priority eligibility when they apply to the firm in the future.

**Eligibility and Requirements for the Program**

Zinda Law Group's core principle is "Excellence Always." We only want top candidates who are driven, motivated, and are committed to pursuing a career in law. College students enrolled in four-year institutions, in all majors and from all backgrounds, are encouraged to apply following their freshman year. Law students currently enrolled in an ABA-accredited law school are also eligible to apply.\*

Eligible candidates must have a minimum cumulative 3.0 GPA. This program requires a three (3) month minimum commitment with a minimum weekly commitment of 16 hours per week.

Zinda Law Group will offer a scholarship of \$1,000 to each candidate who completes a 6-month program and scores over 90% on their weekly performance reviews.

**Educational Experience**

Zinda Law Group's Pre-Law Clerkship also includes a minimum of 4 hours of non-paid educational experience. Clerks who are accepted into the program will get the opportunity to shadow and work alongside the firm's elite trial lawyers in a real legal setting. The Pre-Law Program's educational opportunities include but are not limited to...

**How To Apply**

HOW TO APPLY:

To apply, candidates must submit a completed application, a resume, and a cover letter containing a 1-page personal statement through ZLG's online portal.

<https://zdfirm.bamboohr.com/jobs/view.php?id=97>

Applicants must also submit an unofficial transcript via email to [recruiting@zdfirm.com](mailto:recruiting@zdfirm.com). Please put as the subject line: ZLG Pre-Law Program / [Your Name] / Transcript

Please see directions in "How To Apply":

- Resume
- Cover Letter
- Unofficial Transcript

**Important Dates**

Posted On:  
Aug 09, 2016

Applications Accepted Until:  
Sep 30, 2016

2:37 PM  
8/12/2016



Southwestern CSM Symplicity Job Posting: SU Shuttle Driver/Co-Pilot

**SU Shuttle Driver/Co-Pilot** ★  
On-Campus, Part Time  
Student Activities Office — Georgetown, Texas [+ FOLLOW](#)

Position Type	Desired Class Level(s)	Work Authorization
On-Campus, Part Time	First-Year, Sophomore, Junior, Senior	U.S. citizen

**Description**  
Serve as driver and co-pilot of the SU Shuttle operated by Student Activities Department. The Shuttle makes trips from SU to HEB and Wolf Ranch each week in order to assist students who don't have a car at SU.

**Qualifications**  
Standard class C drivers license required. Must be 20 years old and have 2.5 years driving experience and a clean driving record. Will provide training for this position that includes defensive driving and van driver training.

**Location**  
Georgetown, Texas

**Job Function**  
Other

**Posting Date**  
April 13, 2016

**Expiration Date**  
September 10, 2016

**Desired Major(s)**  
All Majors

**Job Match: 50%**

**Application Status**  
You do not have any Resumes available to submit. Please upload your Resumes and try again.

**Attachment(s)**  
 Texas DPS Form

**Important Dates**  
**Posted On:** Apr 13, 2016  
**Applications Accepted Until:** Sep 10, 2016

**Contact Information**  
Derek Timourian, Associate Dean for Student Life, Phone (512)863-1665 or email - timourid@southwestern.edu

**Related Resources**  
 NACE Salary Calculator

Some jobs ask for your resume. Without a resume, you cannot apply for this position.

Browser tabs: SU PirateLink, SU PirateLink, ...  
Address bar: <https://southwestern-csm.symplicity.com/students/index.php?mode=form&id=632339cedc00edfc4066bd55f6f5ca34&cs=jobs&ss=jobs>  
Page title: DEMO UNIVERSITY

Search:

Home / Jobs And Internships / Sound Technician (9913)

## Sound Technician ★

On-Campus  
Southwestern - Fine Arts Technical Theatre – Georgetown, Texas

[+ FOLLOW](#)

[APPLY](#)

Position Type: On-Campus  
Desired Class Level(s): First-Year, Sophomore, Junior  
Work Authorization: Permanent resident, Eligible to work on campus ONLY (F1/J1 visa)

Job Match: 58.33%

Important Dates  
Posted On: Jul 25, 2016  
Applications Accepted Until: Dec 21, 2016

Related Resources  
[NACE Salary Calculator](#)

Help & Support  
[Send a Question or Comment](#)

Description  
Record musical department concerts, run mics and digital media for live events.

Qualifications  
Sound geekiness

Location  
Georgetown, Texas

Job Function  
Other

Posting Date  
July 25, 2016

Expiration Date  
December 21, 2016

Desired Major(s)

Left sidebar menu: Home, Jobs and internships, Jobs for SU, My Job Applications, JobCentral (job postings through DirectEmployers), Profile, Documents, Events, Employers, Resources, Calendar, My Account

Taskbar: Windows, File Explorer, Chrome, Word, Excel, PowerPoint

System clock: 2:51 PM 8/12/2016

Once you have a resume uploaded AND it is approved, click on the Apply button to send your resume to the employer

# Resumes

Q: Can I use my high school resume?

A: You have the best chance with a  
**professional resume.** Let us help you!

**Resume Guide and Template** available from:

- Career Services website > Write your resume
- PirateLink website > Resources > Document Library

# Resume Writing



## Career Services

Southwestern University at Georgetown, Texas  
Prothro Center 1<sup>st</sup> Floor, 512.863.1344, 512.863.1270  
[www.southwestern.edu/careers](http://www.southwestern.edu/careers)  
[www.southwestern.edu/careers](http://www.southwestern.edu/careers)

Here to help you get ahead.

## Bob Business

SU Box 1234 Georgetown, TX 78626-6144 [businessb@southwestern.edu](mailto:businessb@southwestern.edu) 281-555-1234

### OBJECTIVE

To secure a consulting position with Navigant Consulting

### EDUCATION

Bachelor of Arts in Business and Communication Studies  
Southwestern University  
GPA: 3.35

May 20\_\_  
Georgetown, TX

### RELEVANT COURSEWORK

Leadership Perspectives  
Conflict Resolution

Consumer Behavior  
Electronic Commerce

### COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Internet Explorer), Adobe Photoshop, Macromedia Dreamweaver

### RELEVANT EXPERIENCE

#### Operations Manager: Strategic Marketing Management Simulation

January – May 20\_\_  
Georgetown, TX

- Senior Business Capstone, Southwestern University
- Worked in a team to compete with classmates in a simulated factory management project
- Managed factory simulations and produced high quality products at lowest cost
- Maximized factory performance and efficiency
- Assisted and led decision-making process for the company
- Earned third place in worldwide competition

#### Financial Analyst: Financial Analysis of Local Brew Pub

January – May 20\_\_  
Georgetown, TX

- Finance Class, Southwestern University
- Investigated and researched possible success of a local brew club
- Forecasted demand and related it to probable costs
- Determined a Georgetown sports bar would be successful
- Earned highest grade in class

#### Decision-Making Research: How Companies Manage Decision-Making Processes

January – May 20\_\_  
Georgetown, TX

- Foundations of Business II Class, Southwestern University
- Analyzed decision support systems versus asset liability management systems
- Compared and contrasted DSS and asset liability management
- Wrote and presented a 20-page paper on the subject

### OTHER EXPERIENCE

#### Head Resident Advisor

August 20\_\_ – present  
August 20\_\_ – May 20\_\_

#### Resident Advisor

Georgetown, TX

Residence Life, Southwestern University

- Earned promotion from Resident Advisor to Head Resident Advisor, paraprofessional peer supervisor role
- Helped select and train resident assistants, including interviewing candidates
- Supervise eight resident assistants
- Manage first ever, highly successful co-educational first-year residence hall at university
- Communicate effectively with staff and students, including facilitating meetings, mediating conflicts and advising students on personal and academic problems
- Performed administrative duties, including check-in/out procedures, rosters, weekly reports and duty logs
- Planned and organized educational and social events for residents each semester

### HONORS/ACTIVITIES

Men's Intercollegiate Soccer Team, Southwestern University

20\_\_ – present

Captain

20\_\_ – present

SCAC Athletic Committee Representative

20\_\_ – present

Student Congress Representative

20\_\_ – present



## Your Name

[yourname@southwestern.edu](mailto:yourname@southwestern.edu)

Your phone #

Current Address	Permanent Address
SU Box	Street address
Georgetown, Texas 78626	City, State

### OBJECTIVE

To obtain a position utilizing \_\_\_\_\_ and \_\_\_\_\_ skills

### EDUCATION

Bachelor of ??????	May 20??
Southwestern University	Georgetown, Texas

### EXPERIENCE

Title	May 2000 - present
Employer	City, State

- Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)

.

Title	January 2000 - present
Employer	City, State

- Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)

.

Title	December 2000 - January 2001
Employer	City, State

- Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)

.

### HONORS/ACTIVITIES

Dean's List (# semesters)

Southwestern Scholars 1999-present

Intercollegiate Men's Baseball Team, Southwestern University 2000-present

### SKILLS

Computer: PC and Macintosh; Windows; Microsoft Word, PowerPoint, Internet Explorer

Languages: Spanish (\_\_\_\_\_ proficiency) [choose from beginning, intermediate, advanced, fluent]

This template  
is easy to use.

Just highlight  
and start  
typing.

Save it as an  
**MS Word  
Document.**



- Home
- Jobs and internships
- Profile
- Documents
- Events
- Employers
- Resources
  - Career Explorer
  - Career Finder
  - Document Library
  - Career Advice
- Calendar
- My Account

Search

## Resources

- CAREER EXPLORER
- CAREER FINDER
- DOCUMENT LIBRARY
- CAREER ADVICE

Keywords

Searches document name and description.

SEARCH

MORE FILTERS

Showing 1 of 6 results

SORT BY: Name

Business Attire Resource Guide  
Manual - 637kB

Resource for students and alumni who need suggestions about what to wear for interviews and job/internship fairs. This guide provides detailed suggestions as well as images to assist you in your decision-making.

NACE Salary Calculator  
External URL -  
NACE Salary Calculator

Resume Template - Single Address Format  
Manual - 14kB

Resume template using only a single address. (Best for graduating seniors, students who live off-campus and don't use their SU Box, or alumni). When you open the document, you will notice some information included not relevant to you. Please replace or complete the yellow highlighted portions of the resume with your own information, as well as remove those items that are not unique to your experiences. They are listed there as a guide to show you how they would be formatted.

Resume Template - Two Address Format  
Manual - 15kB

Resume template for use by a student who lives on campus during the academic year/summer. When you open the document, you will notice some information included not relevant to you. Please replace or complete the yellow highlighted portions of the resume with your own information, as well as remove those items that are not unique to your experiences. They are listed there as a guide to show you how they would be formatted.

**Now that your resume is created, you need to upload in it into PirateLink.**

**Remember to save it as an MS Word doc so it can be edited.**

Resumes | SU PirateLink

https://southwestern-csm.symplicity.com/students/index.php?mode=form&id=&s=resume&ss=resumes

Apps | Southwestern Un | Alumni Director | CS calendar | SU PirateLink | LinkedIn | CNN.com - Break | Statesman | KXAN.com | People.com | USAA Military Ho | NAAHP | SoACE | Home - The Chro | Xitrac's™ System

DEMO UNIVERSITY

Search

AA Alexandra Anderson

Home / Documents / Approved Documents /

## Resumes

Did you know?  
Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click [here](#). For Macs click [here](#).

**First**

SUBMIT CANCEL

\* indicates a required field

### Student Document

Label \*

**Label your resume**

Document Type

☒ Resume ☐ Cover Letter ☐ Unofficial Transcript ☐ Writing Sample ☐ Other Documents

Maximum file size: 500kb

File \*

Please select your document to upload.

Choose File No file chosen

**Second**

**Third**

**NOW**

SUBMIT CANCEL

Windows taskbar: 2:46 PM 8/12/2016

# Now what?

- Your resume is being held for approval. Career Services will review and edit your resume then approve it.
- You will receive an email informing you that your resume has been approved. Now you can apply for jobs.

# Forms, forms, forms

Once you find a job you will be required to provide the following documents:

- I-9 (Employment Eligibility Verification)
- W-4 (Employee Withholding Allowance Certificate, IRS)
- Direct Deposit Form (for on-campus jobs)
- Proper identification.

*Forms available at:*

<http://www.southwestern.edu/offices/business/payroll.php>

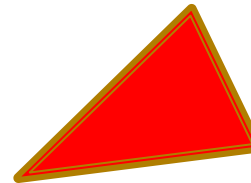


## Obtaining a Social Security Card

Information can be found at [www.ssa.gov](http://www.ssa.gov)

Georgetown Social Security Administration  
104 Parkview Drive  
Georgetown, TX 78626  
(512) 869-0886

## Information Required Prior to Starting Work



S.U. student workers must fill out the I9, W4, and direct deposit forms located at the Business Office/Student Payroll

- You will need to show a picture ID and Social Security Card or Birth Certificate or Passport.
- You will need to use your permanent home address and be sure to sign and date the forms.
- Your name and social security number on your card must match with what is on our computer system.
- You must provide your routing number and account number for your bank on the Direct Deposit form.
- You must provide your supervisors with information required on the Hourly Student Hire List.

## Non-Resident Alien Student Worker Information

Please Contact:  
International Programs  
Tisha Temple  
(512) 863-1857  
[templet@southwestern.edu](mailto:templet@southwestern.edu)

# I-9

## Employment Eligibility Verification



### Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	<p>QR Code - Section 1 Do Not Write In This Space</p>

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)
Last Name (Family Name)		First Name (Given Name)

# W-4

## Employee Withholding Allowance Certificate (IRS)

### Form W-4 (2017)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

#### Personal Allowances Worksheet (Keep for your records.)

<p><b>A</b> Enter "1" for <b>yourself</b> if no one else can claim you as a dependent . . . . .</p> <p><b>B</b> Enter "1" if:               • You're single and have only one job; or               • You're married, have only one job, and your spouse doesn't work; or               • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. . . . .</p> <p><b>C</b> Enter "1" for your <b>spouse</b>. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .</p> <p><b>D</b> Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return . . . . .</p> <p><b>E</b> Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) . . . . .</p> <p><b>F</b> Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit . . . . .</p> <p><b>G</b> <b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.               • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then <b>less "1"</b> if you have two to four eligible children or <b>less "2"</b> if you have five or more eligible children.               • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child. . . . .</p> <p><b>H</b> Add lines A through G and enter total here. (<b>Note:</b> This may be different from the number of exemptions you claim on your tax return.) ►</p>	<p><b>A</b> <input type="text"/></p> <p><b>B</b> <input type="text"/></p> <p><b>C</b> <input type="text"/></p> <p><b>D</b> <input type="text"/></p> <p><b>E</b> <input type="text"/></p> <p><b>F</b> <input type="text"/></p> <p><b>G</b> <input type="text"/></p> <p><b>H</b> <input type="text"/></p>
---	---

For accuracy, complete all worksheets that apply.

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are **single** and **have more than one job** or are **married** and **you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b> ► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 <b>2017</b>
<b>1</b> Your first name and middle initial		<b>Last name</b>		<b>2</b> Your social security number
Home address (number and street or rural route)		<b>3</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		<b>4</b> If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>		
<b>5</b> Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				<b>5</b> <input type="text"/>
<b>6</b> Additional amount, if any, you want withheld from each paycheck				<b>6</b> \$ <input type="text"/>
<b>7</b> I claim exemption from withholding for 2017, and I certify that I meet <b>both</b> of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had <b>no tax liability</b> , and				

# Direct Deposit Form

All students working on capus will only be paid by direct deposit – no paper checks!

## Southwestern University

### Direct Deposit Form

Printed Name: John D. Smith SU ID#: 9999999

I hereby authorize Southwestern University to initiate credit entries and debit entries or adjustments only if necessary to the extent any prior credit entries may have been incorrect to the following financial institutions and accounts listed below.

Choose Reason: S = Set-up/Add account C = Change account E = End/Cancel account	Bank Name	9 Digit Bank Routing Number	Bank Account Number	Choose Acct Type: C = Checking S = Savings	Select One Option for each account/line below:
<input checked="" type="radio"/> S or C or E	First Texas Bank	123456789	123456	<input checked="" type="radio"/> C or S	<input checked="" type="checkbox"/> Total Amount <input type="checkbox"/> \$ _____ <input type="checkbox"/> Remain. Amount
S or C or E				C or S	<input type="checkbox"/> Total Amount <input type="checkbox"/> \$ _____ <input type="checkbox"/> Remain. Amount
S or C or E				C or S	<input type="checkbox"/> Total Amount <input type="checkbox"/> \$ _____ <input type="checkbox"/> Remain. Amount
S or C or E				C or S	<input type="checkbox"/> Total Amount <input type="checkbox"/> \$ _____ <input type="checkbox"/> Remain. Amount

Choose "S" if you have never received a paycheck via direct deposit from SU.

This authority is to remain in full force and effect until Southwestern University has received written notification from me of its termination or change in such time and in such manner as to afford the University a reasonable opportunity to act on it. I further understand that if changes occur in my account, such as switching the type of account, changing account numbers, closing accounts, changing banks, it is my responsibility to notify the Payroll Office immediately. (Due to the electronic payment file deadlines, changes received less than 5 days prior to the payroll date may not be made.)

Signature: Don't forget to sign! Date: \_\_\_\_\_

Please return this form to Student Payroll in the Business Office. Due to timing differences, it may take one or more payroll cycles for the new or changed direct deposit account information to go in to effect. DO NOT CLOSE YOUR ACCOUNT WITHOUT GIVING NOTICE OF THE CHANGE TO THE PAYROLL OFFICE.

TO BE COMPLETED BY PAYROLL – Effective Date of Direct Deposit \_\_\_\_\_ Processor Initials \_\_\_\_\_

# Signing up for Direct Deposit

- If you have a current bank account, sign up using that account.
- Don't have a bank account? No problem! You can sign up for a free Pirate Account from First Texas Bank!





# "Pirate Account"

- **Direct Deposit Account** at First Texas Bank in Georgetown is a great resource for SU students:
  - The minimum \$100 opening deposit is waived
  - No monthly fees
  - Free SU debit card
  - No fees to use the ATM at McCombs
  - Free on-line banking
  - Free e-statements
- **Sign up:**

They are located near campus:  
900 S. Austin Avenue  
Georgetown, TX.



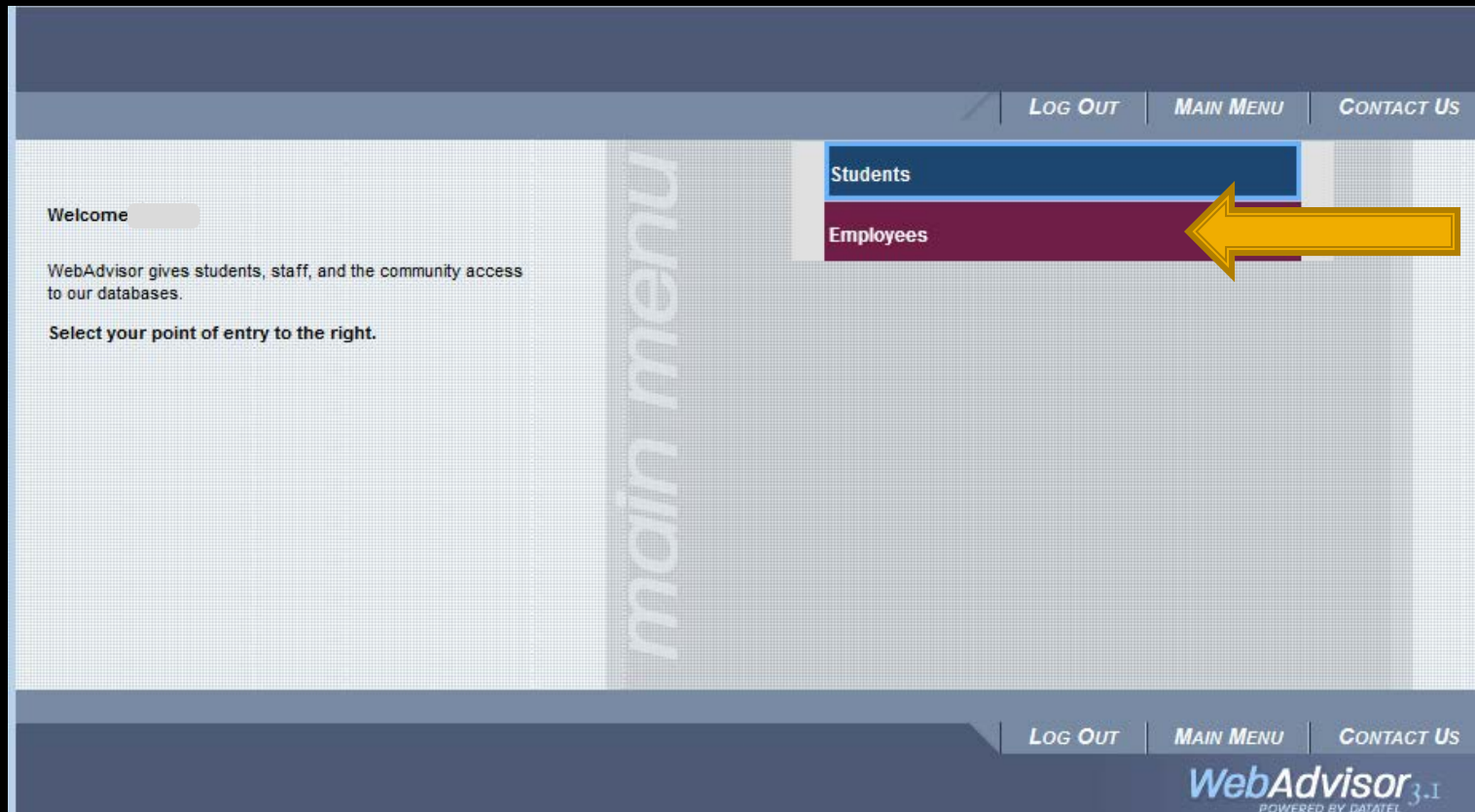
**For on-campus jobs, timesheets  
are due every two weeks.  
Everything is ONLINE!**

You will receive reminders on Campus Notices.

Complete directions are at:

*[www.southwestern.edu/businessoffice/studentpayroll.php](http://www.southwestern.edu/businessoffice/studentpayroll.php)*

Log onto *mysouthwestern.edu*.  
Click on “Web Advisor.”  
Click on “Employees.”



# Click on "Time entry" to get your online timesheet.

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Cruz!

The following links may display confidential information.

**User Account**

[Contact Information](#)

**Employee Profile**

[Position Summary](#)  
[Pay Advices](#)  
[W-2 Electronic Consent](#)  
[W-2 Statements](#)

**Time Entry and Approval**

[Time entry](#)  
[Time history](#)

[LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#) | [CONTACT Us](#)

# Enter your time daily on your timesheet.

EMPLOYEES

Welcome

## Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Student - Summer:Care of Grounds	07/07/13	Student - Non-Financial Aid	Physical Plant		Mr. William L. Schwartz, Jr.	07/08/13 10:00AM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
06/24/13	Monday							
06/24/13	Monday							
06/25/13	Tuesday							
06/25/13	Tuesday							
06/26/13	Wednesday							
06/26/13	Wednesday							
06/27/13	Thursday							

# Questions? Contact us...

- **Student Payroll:** Business Office/Cullen Bldg.
  - ***New Hire Paperwork:*** Sally Volling, 512.863.1930, [vollings@southwestern.edu](mailto:vollings@southwestern.edu)
  - ***Payroll Issues:*** Pam Leatherwood, 512-863-1932, [leatherp@southwestern.edu](mailto:leatherp@southwestern.edu)  
<http://www.southwestern.edu/businessoffice/studentpayroll.php>
- **Financial Aid:** Toyka Osborne  
Cullen Admission Center, 512.863.1259  
[osbornet@southwestern.edu](mailto:osbornet@southwestern.edu)
- **Career Services:** Alexandra Anderson, Lisa Jurek  
Prothro Center, Ste. 140, 512.863.1346  
[career.services@southwestern.edu](mailto:career.services@southwestern.edu)